



# REQUEST FOR **RESCUE SYSTEMS 1** COURSE Scheduling

STATE FIRE TRAINING  
PO BOX 944246 \* SACRAMENTO, CA 94244-2460  
Phone # (916) 445-8132 \* Facsimile #(916) 445-8128  
(Internet) [www.fire.ca.gov](http://www.fire.ca.gov)

TODAY'S DATE:		COURSE TITLE:	
<input type="checkbox"/> Module 1 – Ropes/Low Angle Instructor:		<input type="checkbox"/> Module 3 – Ladders Instructor:	
<input type="checkbox"/> Module 2 – Heavy Objects Instructor:		<input type="checkbox"/> Module 4 – Shoring Instructor:	
How many modules are you teaching concurrently? _____ (Senior required if more than 2 modules are being taught)			
Senior Instructor:			
BEGINNING CLASS DATE:		ENDING CLASS DATE:	
CLASS LOCATION (City):		TRAINING FACILITY:	
SPONSORING AGENCY NAME:		AGENCY CONTACT FULL NAME:	
ADVERTISE IN CLASS SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO		AGENCY CONTACT PHONE NUMBER:	
DELIVERED ON SHIFT SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ESTIMATED NUMBER OF STUDENTS:	PER SHIFT:

SHIPPING INFORMATION:	BILLING INFORMATION:
SHIP TO:	BILL TO:
ATTN:	ATTN:
STREET ADDRESS: (NO PO BOX)	STREET ADDRESS:
CITY/STATE/ZIP CODE:	CITY/STATE/ZIP CODE:

## ▷ MUST BE COMPLETED BY REQUESTOR ◁

Registration/Manuals	QTY ITEMS	UNIT PRICE	TOTAL PRICE
Estimated number of students	#	\$50.00	\$
Level 1 Student Manuals	#	\$20.00	\$
County materials shipped to		Tax rate %	\$
HANDLING CHARGE		\$ 5.00	\$ 5.00
TOTAL AMOUNT DUE:		\$	

## ▷ FOR OFFICE USE ONLY ◁

CODES (INDEX 5921)	QTY SHIPPED	QTY RETURNED	QTY BILLED	FINAL AMOUNT
59210-142500-20			#	\$
59210-141200-__	#	#	#	\$
SALES TAX				\$
59210-141200-03				\$
Final Amount Due	\$			

DATE SHIPPED:				SHIP VIA:	<input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> PICK-UP		
BOX	WEIGHT	BOX	WEIGHT	TOTAL EXAM BOOKLETS:		REVISION DATE:	
1		4		SERIAL NUMBERS:			
2		5		CLASS CODE:		PRIM INSTRUCTOR CODE:	
3		6		INVOICE NUMBER:		MRT #	
DATE RECV'D SM:				DATE <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			
DATE RECV'D REG:							

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

## **INSTRUCTIONS:**

- All Requests must be received 6 weeks prior to begin date of class. Late classes may be denied.
- Do not fill in the "For Office Use Only" area.
- Shipping and Billing address is required. If billing address is the same as shipping, you may write "Same."
- List number of students and multiply total number of students by \$50.00 to get total price. (Example: 20 students x \$50.00 = \$1,000.00)
- When ordering Student Manuals, fees are \$20.00, which include shipping charges.
- All classes will be assessed a \$5.00 handling charge.
- Write County name and tax rate (%) of where materials will be shipped.
- **Requestor must calculate all math.**

## **RETURNING CLASS**

- Return all class materials via UPS to:  
**CDF/STATE FIRE TRAINING  
1131 'S' STREET  
SACRAMENTO, CA 95814**
- Return scantrons, class roster, exams, instructor checklist and student manuals if applicable.
- Copy of invoice must be attached.

## **PAYMENT**

- Send check and copy of invoice to:  
**CDF/ACCOUNTING  
ATTN: CASHIER  
PO BOX 944246  
SACRAMENTO, CA 94244-2460**

## **MRT PROCESS – (CDF ENTITY ONLY)**

- Requestor must complete MRT as follows:
  - ⇒ Assign Document number
  - ⇒ Unit's Calstar coding and (C) for Charge
  - ⇒ OSFM Calstar coding is: {FY-5921-337.01-59210-\$ } and (A) for Abatement
  - ⇒ Use object code 337.01 ONLY for the total amount of the MRT
  - ⇒ Do not pay sales tax for student manuals on MRT only
  - ⇒ Do not send MRT copies to CDF/Accounting Headquarters
  - ⇒ The MRT must be signed, dated and approved by an authorized individual
  - ⇒ Send original MRT with course request form to CDF/State Fire Training

## **INFORMATION**

Course Approval	-	Jeanette Merriweather	-	(916) 445-8132
Shipped/Cancelled Classes	-	Caroline Fudge	-	(916) 445-8158
Payment/Invoice/MRT	-	Reené Powers	-	(916) 445-8472